

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1100.5C CHG 2

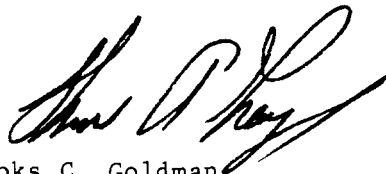
9/8/89

SUBJ: FAA ORGANIZATION - FIELD

1. PURPOSE. This change transmits revised pages to Chapter 16, FAA Technical Center.
2. EXPLANATION OF CHANGES. This change retitles the Acquisition and Materiel Services Division as the Logistics Division. The new title reflects the overall functions of the division and is now a standard title throughout FAA.
3. DISPOSITION OF TRANSMITTAL. After filing the revised pages, the change transmittal should be retained.

PAGE CONTROL CHART

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1701 and 1702	2/6/89	1701 and 1702	9/8/89
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CHAPTER 16. FAA TECHNICAL CENTER

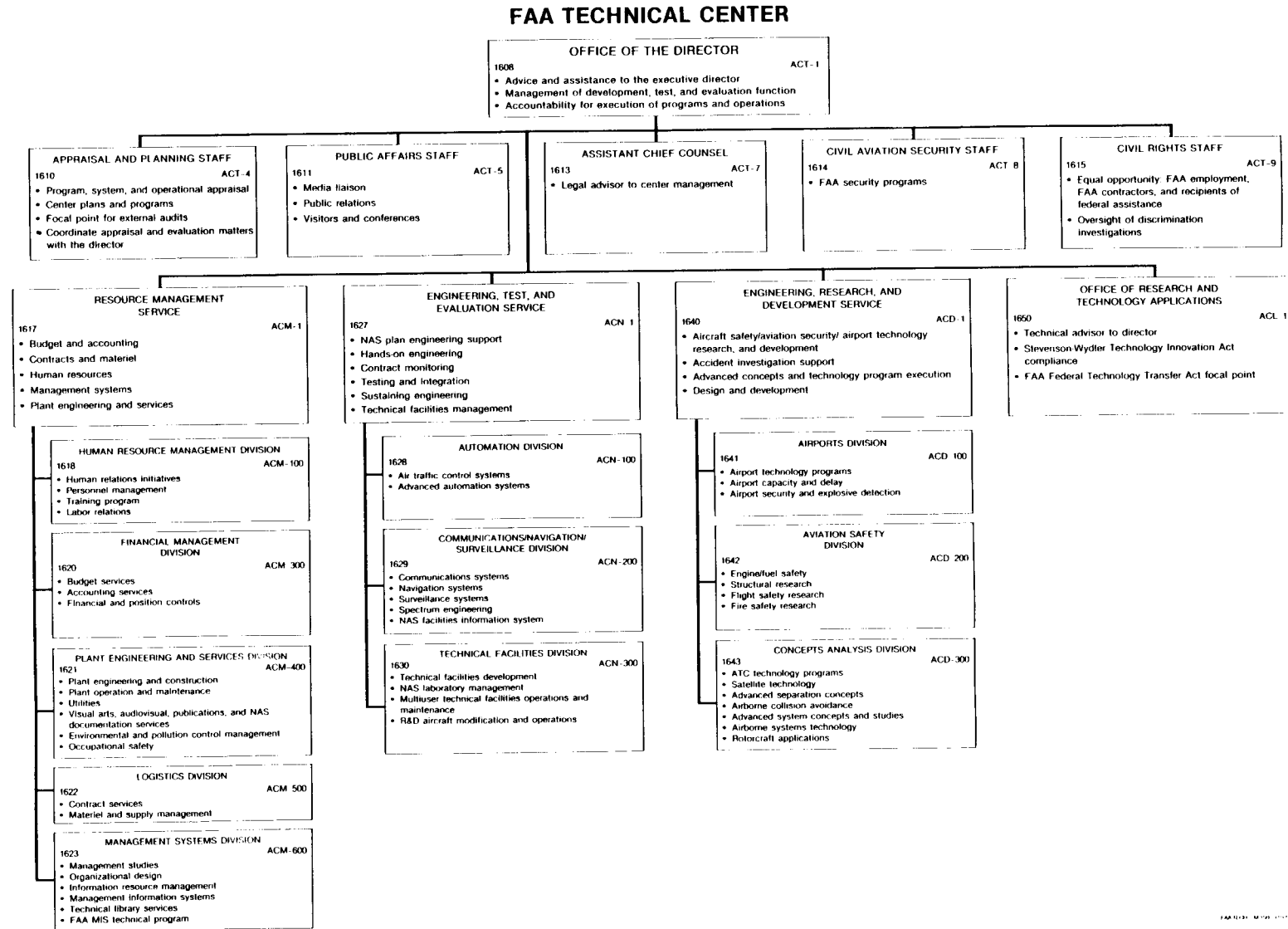


Figure 16-1. FUNCTIONAL ORGANIZATION CHART

1617. RESOURCE MANAGEMENT SERVICE.

a. Mission. The Resource Management Service advises the Director, FAA Technical Center, in the planning and requirements of resource management programs and manages, directs, and coordinates the resource management activities of the center, including program management of the center's long-range master planning.

b. Functions. As the principal element of the FAA Technical Center for resource management, the Resource Management Service provides oversight to the divisions responsible for management of:

(1) The full range of human resource management (HRM) services, including traditional personnel functions and human resource planning, development, and utilization.

(2) The financial management functions of the FAA Technical Center, including budget formulation; accounting services; and financial, resource, and staffing controls.

(3) The FAA Technical Center plant engineering and services functions, including professional architectural and engineering design and consultation services. Provides for monitoring of contract operation of various administrative and plant support facilities.

* (4) The FAA Technical Center logistics services, including procurement services, and the acquisition, storage, and issuance of materiel and supplies. *

(5) Management analysis programs, development of the center's operating plan; the development and/or participation in local and national management systems, including software development and participation in agency management information system endeavors; and the function of information resource manager.

* 1622. LOGISTICS DIVISION.

a. Mission. The Logistics Division manages and provides services in procurement; acquires, stores, and issues materials and supplies; and administers related programs and controls including all personal property. *

* b. Functions. The Logistics Division: *

(1) Plans, directs, and coordinates the overall program of contract award and administration for the procurement of personal property, research, test and evaluation, utilities, and facility services in support of all organizations, programs, and the physical plant.

(2) Ensures compliance with contractual specifications and promotes Governmentwide assistance programs concerned with small business, labor surplus, and equal employment opportunity.

(3) Develops and administers a system for handling all protests and inquiries concerning the propriety in the award or administration of center contracts. Assists the Office of Accounting in developing responses to protests relating to center procurement actions that are addressed to DOT officials at headquarters, received from Congressional sources, or lodged with GAO.

(4) Evaluates supply systems and procedures providing subject matter expertise toward the elimination, modification, or expansion of new and existing programs.

(5) Plans, directs, and coordinates the overall program for the accountability, provisioning, utilization, and disposal of materiel and Government-furnished property.

(6) Plans, directs, and coordinates supply activities.

(7) Manages the repair and calibration of test equipment and provides related advice and assistance to project managers.

